

*Virginia Department of Fire Programs*  
**2010 Virginia State Fire  
Instructor Symposium**

*Held at: Central Virginia Community College Bedford Campus-Bedford, Virginia*  
**June 19 & 20, 2010**

With great respect and appreciation to Virginia's fire service professionals who continue to further their fire service education and have earned Fire Instructor level certification(s), the Virginia Department of Fire Programs and Bedford Fire and Rescue will be hosting a State Fire Instructor Symposium that will include many opportunities for our State Fire Instructor cadre to attend up-to-date Train-the-Trainer seminars.

Please note change in application process: All Train-the-Trainer courses will have a pretest offered prior to the candidate's application being accepted. Arrangements must be made through your local VDFP Division Office. Once you have successfully passed the written pre-test with a 70% or greater and met proper pre-requisite course criteria you may submit application and letter of recommendation for review. You will be notified by mail of course acceptance.

**Train-the-Trainer seminar opportunities**

**Firefighter Level I & II - 5<sup>th</sup> Edition Train-the-Trainer**

**4 Hours**

This course is designed to enable Instructors to conduct VDFP Firefighter Level I & II under the current NFPA 1001 standard. Time will be spent outlining the new curriculum and course required paperwork. Student manuals will be available at the school for \$6.00. Instruction will come from "Essentials of Firefighting" 5th Edition, "Essentials of Firefighting" 5th Edition Firefighter I Instructors manual. If you would like individual copies of these manuals they may be purchased beforehand from the VDFP Bookstore (804)249-1975

**Prerequisite:** No pre-test is required for this Train-the-Trainer. New Fire Instructor I, or Previous Instructor I through IV with appropriate upgrades, Hazardous Materials Operations. Student must also complete the following Knowledge Center courses; Ethical Decision-making course, NFPA 1403 Awareness and Mayday Awareness Train-the-Trainer.

**Emergency Vehicle Operators Course (EVOC) Train-the-Trainer**

**4 Hours**

Description: A course designed to enhance safe vehicle operation by stressing theory and principles of defensive driving in both emergency and nonemergency situations.

Virginia Motor Vehicle laws pertinent to the operation of emergency vehicles is included in the course. This class is not designed to teach the student to drive, but rather to explain how emergency driving differs from nonemergency driving.

**Prerequisites:** Candidate must pass a Pretest (to be offered in each VDFP Division Office) prior to making application for this training and have the following minimum prerequisites; After successful completion of the TtT, the students must submit a current VDMV driving record. Students must be 18 years of age (minimum) to receive certification.

**Fire Officer Level I & II Train-the-Trainer**

**4 Hours**

This course will provide the instructor with the knowledge required to properly present the NFPA Fire Officer Level I and II curricula. Strong background in command officer position required. The instructor candidate will cover each module of the course along with proper admittance prerequisites so that uniform delivery of this program is achieved.

**Prerequisites:** Candidate must pass a Pretest (to be offered in each VDFP Division Office) prior to making application for this training and have the following minimum prerequisites; New Fire Instructor II, or Old Instructor III or IV with appropriate upgrades, Captain or above and current Fire Officer II certification, Hazardous Materials Operations.

**Fire Service Crew Leader Train-the-Trainer****3 Hours**

A Virginia Department of Fire Programs' attendance training program designed to provide an advanced training opportunity to those members that have completed Firefighter II certification training or a minimum of four (4) modules of the VDFP "Fire Attack" series. The program presents basic leadership and operational concepts for the individuals that might find themselves in the "Officers" seat of the apparatus as a temporary assignment.

This program will cover overviews of the following modules; Communications, Leadership, Coaching, Decision Making, Discipline & Delegation, Mentoring, Ethics & Ownership, Incident Scene Preparation, Building Construction, Response Scenarios, and Safety through case studies.

**Prerequisites:** Candidate must pass a Pretest (to be offered in each VDFP Division Office) prior to making application for this training and have the following minimum prerequisites; Be currently certified to teach in the Virginia Department of Fire Programs "Officer Track" and attend the "Crewleader TtT."

or, **To become a Crew Leader Instructor only;** Pre-Course Qualifications are: 1 year experience at the Company Officer level with primary responsibility as a supervisor, Certified Instructor II, Fire Officer 1, or validated and approved by the appropriate Division Chief. Documented experience as an accomplished Instructor/Fire Officer 1 or higher, supported by a letter of reference from the candidate's VDFP Division Chief. Be NIMS Compliant by completing IS 700 / IS 800 / IS 100 / IS 200 or equivalent

**Basic Pump Operations – Train-the-Trainer****2 Hours**

This course will provide the instructor with the general knowledge required to assist in the presentation skills for Basic Pump Operations. Instructor candidates will cover different types of pump designs and applications.

**Prerequisites:** Candidate must pass a Pretest (to be offered in each VDFP Division Office) prior to making application for this training and have the following minimum prerequisites; New Fire Instructor Level I or above, currently certified in Driver Operator Pumper

**Rural Water Supply - Train-the-Trainer****2 Hours**

This course will provide the instructor with the general knowledge required to assist in the presentation skills for Rural Water Supply Operations. Time will be spent discussing rural water shuttle operations, alternate source water supply, and apparatus placement during fill site operations.

**Prerequisite:** Candidate must pass a Pretest (to be offered in each VDFP Division Office) prior to making application for this training and have the following minimum prerequisites; New Fire Instructor Level I or above, currently certified in Driver Operator Pumper

**Driver/Operator Pumper Train-the-Trainer****4 Hours**

This course is designed to review the 4 module course. Time will be spent in each module along with hands-on operations. Course instructor manuals and PowerPoint presentations will be available for use through each Division Office once candidate has successfully completed all requirements for this course. Personal copies of instructor materials may also be purchased through the VDFP Bookstore in Glen Allen prior to the course. \*\*\*

**Please Note\*\*\*** - If an instructor candidate attends the Driver Pumper Train-the-Trainer he or she will certify his or herself to teach the Basic Pump and Rural Water Supply program without having to take the additional TtT.

**Prerequisite:** Candidate must pass a Pretest (to be offered in each VDFP Division Office) prior to making application for this training and have the following minimum prerequisites; Fire Instructor Level I, EVOC S-3 or S-4 certification, Current certification in D/O-P

**Farm Machinery, Safety & Extrication Train-the-Trainer****4 Hours**

A course designed to prepare fire and rescue personnel to deal with farm machinery accidents. Accidents involving farm machinery are unique due to the machinery being unfamiliar and the location of the incident in remote areas. This course consists of both classroom instruction and practical exercises dealing with instructional techniques. All current Farm Machinery Safety & Extrication instructors are required to attend this course for new updates to the program.

**Prerequisite:** Candidate must pass a Pretest (to be offered in each VDFP Division Office) prior to making application for this training and have the following minimum prerequisites; Fire Instructor Level II, currently certified at Farm Machinery Safety and Extrication student level.

**Strategy and Tactics for Initial Company Operations Train-the-Trainer 16 Hour**

(formerly MCTO:Tactics and MCTO: Decision-making) STICO is designed to meet the needs of Company Officers responsible for managing the operations of one or more companies during structural firefighting operations. STICO is designed to develop the management skills needed by company officers to accomplish assigned tactics at structure fires.

**Prerequisites:** Candidate must pass a Pretest (to be offered in each VDFP Division Office) prior to making application for this training and have the following minimum prerequisites; New Fire Instructor II, or Old Instructor III or IV with appropriate upgrades, current NFA MCTO: Tactics and Decision-making, Approval of VDFP Division Chief.

**NFA Leadership I / II / III Train-the-Trainer****12 Hours**

This course provides the company officer with the basic leadership skills and tools needed to perform effectively in the fire service environment. The course addresses ethics, use and abuse of power at the company officer level, creativity in the fire service environment, and management of the multiple roles of the company officer. The Leadership III course covers when and how to delegate to subordinates, assess personal leadership styles through situational leadership, discipline subordinates, and apply coaching/motivating techniques.

**Prerequisites:** Candidate must pass a Pretest (to be offered in each VDFP Division Office) prior to making application for this training and have the following minimum prerequisites; New Fire Instructor II, or Old Instructor III or IV with appropriate upgrades, Leadership I/II and III Certification, Hazardous Materials Operations.

**Registration Information**

**Open registration will begin on April 1, 2010. Applications received prior to that date will be returned. Registrations received will be processed on a "first come, first served" basis. Registrations end June 4<sup>th</sup>, 2010.**

**Registration will only be taken by mail.** No telephone registration will be accepted.

Students must register by using the Student Registration form located on the VDFP Website - [www.vafire.com](http://www.vafire.com). Plan early to attend this event, a **letter of recommendation** submitted by the Chief or designee from the sponsoring locality and **copies of any prerequisite certificates** must also be attached. Incomplete applications that do not contain student application, and letter of recommendation will be returned to applicant.

Please forward forms to: Virginia Department of Fire Programs  
Division 6 Office -Roanoke  
6746 Thirlane Road  
Roanoke, Virginia 24019-2908

Applications and must be mailed to the above address. The deadline for submitting applications is June 4, 2010. Please keep in mind the maximum number of students per class is 20 unless specified in course description. To prepare yourself for the classroom environment, it is suggested that you bring notebook and writing instruments for note taking. **Course acceptance is based upon a first-come, first served basis for student selection criteria after pretest and pre-requisites have been met, no student walk-ins**

**Check In**

All students must check in at the Central Virginia Community College Bedford Campus between 7:15 and 7:45. Classroom assignments will be provided at check in.

**Books**

Books will be available for purchase and pick up after students check-in at registration. Cash or checks will only be accepted for the amount of purchase for any books.

## **Schedule of Events**

### **Saturday June 19, 2010**

7:15 a.m. – 7:45 a.m. Check In at registration desk

8:00 a.m. – 4:00 p.m. **Two Full Day courses**

- NFA – STICO – TTT
- NFA Leadership I-III TTT

8:00 a.m. – 12:00

- Fire Fighter I and II 5<sup>th</sup> Edition TTT
- Fire Officer I and II and Crew Leader TTT

12:00 noon – 1:00 p.m. Lunch (On your own)

1:00 p.m. – 5:00 p.m.

- Resume Crew Leader TTT
- Emergency Vehicle Operator Course TTT
- Farm Machinery Extrication TTT

### **Sunday June 20, 2010**

8:30 a.m. – 12:00

- Driver Pump Operator

8:30 a.m. – to completion. **Courses Resume for two-day selections**

- NFA – STICO – TTT
- NFA Leadership I-III TTT

LUNCH On your own @ local establishments

1:00 p.m. – 4:00 p.m.

- Basic Pump Operator – TTT
- Rural Water Supply TTT